

**Open Cities Health Center, Inc.**  
**JOB DESCRIPTION**

**JOB TITLE: MEDICAL RECORDS CLERK**

**JOB CLASS: NON-EXEMPT**

**JOB RESPONSIBILITIES:**

Under the supervision of the Director of Clinical Support Services, responsible for maintenance of medical records and the medical records system at Open Cities Health Center.

**DUTIES PERFORMED:**

- Reviews medical records for completeness and accuracy.
- Screens charts for compliance with prescribed formats.
- Follows up on unavailable records and issues notice of missing charts.
- Conducts periodic purging of charts.
- Identifies inactive charts and arranges this storage separate from active charts.
- Pulls and files charts for appointments, phone messages, etc..
- Files outside records in patient charts.
- Processes release of information to outside sources.
- Distributes outside medical reports to appropriate medical personnel.
- In collaboration with Director of Clinical Support Services and Medical Director, implements change in record format.
- Retrieves data as needed for statistical and audit purposes and for purpose of utilization reviews.
- Maintains departmental records and statistics.
- Serves as a reception for all medical record trainees.
- In collaboration with Director of Clinical Support Services, implement medical record quarterly assurance plan and conduct audit based on the plan performs other tasks as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to learn medical terminology.
- Ability to learn legal responsibilities of medical records.
- Knowledge of computer operations/software packages.
- Working knowledge of medical records principles, practices, procedures and systems.
- Working skill in clerical activities with accuracy and speed.
- Working ability to perform medical records clerical functions without more than normal immediate supervision.
- Ability to communicate effectively with staff and public.
- Ability to sort, retrieve, store, and organize medical files.
- Attention to detail.
- Ability to operate a computer.

**MINIMUM QUALIFICATIONS:**

High school graduation and previous filing and computer experience. Medical terminology helpful.

I have read and reviewed the job description for the position of Medical Records Clerk. I understand the duties and responsibilities of this job, and agree to perform these functions to the best of my ability.

---

Employee Signature

---

Date

---

Signature of the Director of Clinical Support Services

---

Date

---

Signature of the Executive Director

---

Date